

DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

591 GARRISON MOBILE EQUIPMENT
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Note:

*[Both statutory law and administrative law are legally binding; that is, they form the legal basis for a Federal Fleet Manager's actions. More importantly, they require that the business of Fleet Management occur within a legal framework, so Fleet Managers need a working knowledge of the pertinent regulations. The Fleet Manager or designee operating in that capacity Retains Responsibility for Fleet Oversight and Reporting requirements under **Public Law 99-272 and 41 CFR Part 101-39.204 (d.3)]***

591 01 ADMINISTRATION

591 01 001 Does the Fleet Manager have documented Internal Control measures that provide for the effective and efficient verification / oversight of all functional areas and are they being performed effectively such as checks/inspections of commodity personnel functions and the verifying of weekly Preventative Maintenance Checks and Services (PMCS) list, Operator Equipment Record (OER) checklist with Before, During, and After checks and services, maintenance actions, and the appropriate use of Alternative Fuels (AF) in AF or dual-fuel vehicles, as well as the proper completion of forms pertinent to the capturing of all required utilization data elements etc.?

Reference

EPAct 2005, §701; sect 1344(g.3) Title 31 U.S.C; DODR 4500.36-R, chap 2, par, C2.7.1-8; MCO P11240.106C chap 1 par 1002; MCO P4790.2C, par 3001.3.d, 3001.3e, and 3007.3; TM 4700-15/1H, par 15-6

591 01 002 Are records for accountable property being established and maintained in the DON's approved personal property system, Defense Property Accountability System (DPAS)?

Reference

CMC Msg 080133Z Dec par 1 and 2, SECNAV 7320.10A, par 6.b (Discussion); encl 1 par d.1(e); MCO 11240.106C, chap 8, par 8000

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- 591 01 003 Has an annual physical inventory of all garrison property classes 3 and 4 plant property been conducted and was it done during the time specified, (2 January to 28 February) and is there a signed and completed copy maintained on hand? (GME is defined by MCO P10150.1 as Plant Property Class 3)
Reference
OMB Circular A-11, Exhibit 33; FMR §102-34.345; NavCompt Manual, Volume 3; SECNAV 7320.10A, Encl 1 par 5.b(2), Encl 1 par 7.d and e; MCO P10150.1, par 8001,8004; MCO P4400.150E, par 2004.3.b.5, 2009 and par 5018; F.A.S.T
- 591 01 004 Does the equipment have proper identification markings or tags?
Reference
41 CFR PART 101-38-202, 41 CFR PART 102-34 Subpart C, § 102-34.85 - 102-34.195;DOD 4500.36-R, chap11, par C11.5.5, MCO 11240.106C, chap 6, par 6000 – 6006
- 591 01 005 Are sufficient tracking procedures in place to document Alternative Fuel consumption by vehicle number?
Reference
E.O. 13514 (p.23), DOD Regulation 4500.36R, chap1, par C1.2.3.4, chap 13, par C13.5.1, NAVSUPINST 4200.98A, MCO 11240.106C chap 11 and chap 12, par 12000.2
- 591 01 006 Are tracking and record keeping practices in place for fuel consumption by vehicle and was the correct fuel used? (E.g E85 used in E85 Vehicles)
Reference
DOD Regulation 4500.36R, chap 1, par C1.2.3.4, MCO 11240.106C chap11 and chap 12, par 12000.2
- 591 01 007 Are all Alternative Fuel Vehicles (AFV's) required to use only Alternative Fuel (AF) and are the fuel keys (VIL) properly coded for the purchase of Alternative Fuel (AF) only? If not has a waiver for each vehicle in question been submitted in FAST for a 701 waiver request?
Reference
EPAAct 2005 §701, DOD Reg 4500.36R, NAVSUPINST 4200.98A, MCO 11240.106C, chap11, par 11004.1
- 591 01 008 Is there a review process in place to identify incorrectly coded fuel purchases?
Reference
DOD 4140.25-M VOL.II chap 16, par C16.2.3; NAVSUPINST 4200.98A, par 9(f.5), MCO 11240.106C, CH10, par 10009.3

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- 591 01 009 Has a Standard Operating Procedures (SOP) and or policy letters for GME been created and made available to commodity personnel, and are they familiar with the contents?
Reference
Executive Order 10579; 41 CFR chap 102 (FMR) Sub-Chp B, § 102 34.345, DOD 4500.36-R, chap 1, par C1.2.3.3; MCO 11240.106C, par 1002.1, MCO P4790.2C, chap 1 par 1002.2,
- 591 01 010 Does the local using unit SOP for GME include how to correctly and accurately track, record, and report mileage/hours, fuel consumption by vehicle, fuel purchased by type and vehicle for GME/MHE via Fleet Card / Fleet Focus?
Reference
DOD 4500.36-R, chap1, par C1.2.3.4; NAVSUPINST 4200.98A, par 6(a), par 9(d), DODR 4500.36-R, MCO P11240.106C, chap 1, par 1002, chap 10, par 10002.1.i, chap 11, par 11003
- 591 01 011 Does the local using unit SOP for GME include the following programs and are they effective?
Annual Utilization Goals by asset type, Licensing Program, Permissible Operating Distance (POD), Maximum walking distance, Anti-Idling Policy, Calibration Program, Tool Control Program, Publication/Manufacturer Manual Control Program, Commercial Driver Licensing w/ alcohol and drug testing for designated positions, Procedures for assignment and use of equipment, Dispatching procedures, Training Program of personnel, Operator Maintenance program, Fleet Manager Training program
Reference
5 CFR 930, 41 CFR 101and102(FMR), 41 CFR 102-34.280, DOD 4500.36-R; MCO 11240.106C,
- 591 01 012 Does the local unit SOP state the requirements, contents, details, and the billets that require desk-top procedures and turnover files and do those billets have one created?
Reference
41 CFR 102-34.345, MCO P4790.2C, par 1005
- 591 01 013 Has the Fleet Manager identified “Under-Utilized” assets during the annual Vehicle Allocation Methodology (VAM) that don’t meet the minimum utilization of 3600 annual miles as per the reference and has the “Under-utilized” equipment been reported to the installation commander with a recommended course of action (COA)?
Reference
MCO P11240.106C, chap 2, par 2011.3

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- 591 01 014 For those assets where the mileage achieved does not meet the established annual utilization guidelines has the Fleet Manager developed utilization criteria policy and procedures related to the missions of those vehicles establishing guidance that includes clearly defined utilization criteria to be used in validating the need for the vehicle, periodic assessments, and the metrics for achieving annual utilization guidelines when mileage is not appropriate, such as passengers carried, hours used, or tonnage transported? Furthermore is there justification documentation on file for maintaining that particular asset and is there sufficient documentation to support the claim?
Reference
41 CFR § 101-39.301, GSA Bulletin FMR B-30 (Motor Vehicle Management), DoD 4500.36-R, chap 3, par C3.4, MCO 11240.106C, Chap 2, par. 2011.3
- 591 01 015 Are class A assignments of vehicles IAW the annual Class A message and is it on file?
Reference
MCO 11240.106C, chap 2, par 2002
- 591 01 016 Have Class B assignments been authorized by the installation commander in writing and has a utilization justification packet that contains specific rationale for the vehicle and identify why scheduled bus, taxi systems, or Class C vehicles will not satisfy the requirement on file?
Reference
DoD 4500.36-R, chap 2 par 2.2.3.2, MCO 11240. 106C, chap 2, par 2002.3
- 591 01 017 Has an annual review of all Class B assignments been conducted to ensure that the assignment criteria for each class is met and is there supporting documentation?
Reference
DODR 4500.36-R, chap 3, par C3.4.5, MCO 11240.106C, chap 2, par 2002.5
- 591 01 018 Has an installation Alternative Fuel Infrastructure assessment to support Alternative Fuel (AF) vehicles been completed? If so what barriers have been identified in the development or completion of AF infrastructure and has DClandL (LF) been notified and is there a copy on file?
Reference
Executive Order 13149 and 13514, Energy Independence Security Act of 2007, DODR 4500.36-R, Chap 14, par C14.3

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- 591 01 019 Are Agency Program Coordinators (APCs) / Approving Officials (AOs) appointed in writing by the Activity Level CO or designee?
Reference
DESC DC-P-8, DoD 7000.15, DOD 4140.25-M VOL.II chap 16, par C16.2..3.3, NAVSUPINST 4200.98A, par 3.d (1), par 9.d; MCO 11240.106C, chap 10, par 10009.3
- 591 01 020 Has the A/OPCs, and Certifying Officials PRIOR to appointment completed required Fleet Card Training and the appropriate role-based DON CCPMD training within (30) days of appointment and is there an appointment letter on file?
Reference
DOD 4140.25-M VOL.II chap16, par C16..2.3.10.2, C16.2.3.10.2.1; NAVSUPINST 4200.98A, par 6.a(9); MCO 11240.106C, chap 10, par 10012
- 591 01 021 Does the APC or AO training jacket have documentation of Annual Ethics training and Bi-Annual Refresher training on DON Fleet Card policies and procedures?
Reference
E.O. 11912 Of 1976, 5 CFR Part 2635 and 2638; DOD 4140.25-M VOL.II chap16, par C16.14; NAVSUPINST 4200.98A, par 6.a (9-10), par 9 (d and e)
- 591 01 022 Does the APC / AO have an updated and accurate Internal Operating Procedures (IOP) / Turnover Folder with the required information outlined in the reference?
Reference
DOD 4140.25-M VOL.II chap 16, par C16.2.1.4, NAVSUPINST 4200.98A, par 6.a(1-10) par 9.d; MCO 11240.106C, chap 10, par 10009, par 10010
- 591 01 023 Has financial documentation (statements, logs, receipts, etc.) been maintained for the required (3) year period from date of payment?
Reference
Title 44 U.S.C. sect 3303 and 3303(a); Title 36 U.S.C. of Federal Regulations, Parts 1220-1238; General Records Schedule 6, Item 1,7,8,DOD 4500.36-R, chap 1, par C1.2.3.4; DOD 4140.25-M VOL.II chap16, par C16.3.1; NAVSUPINST 4200.98A, par 6 (a.10.a; MCO 11240.106C, chap10, par 10010.11

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- 591 01 024 Does the APC have clear outlined internal controls on how to monitor accounts on a monthly basis for fraud, waste, and abuse, and are they effectively being completed with documentation and are Fleet Card usages being tracked and recorded for usage by vehicle in Fleet Focus?
Reference
DOD 4140.25-M VOL.II chap 16, par C16.2.3.2; NAVSUPINST 4200.98A, par 6 (a.10.b), par 9(e.14); MCO 11240.106C, chap 10, par 10008.3.b; MCO 11240.106C, chap 10, par 10010
- 591 01 025 Does the Certifying Official AO review / reconcile monthly transactions for propriety and processing as well as reconcile transactions to receipts and is monthly reconciliations documented and on file?
Reference
NAVSUPINST 4200.98A
- 591 01 026 Have annual Fleet Card inventories been completed and are there (3) years of supporting documentation on file?
Reference
OMB Circular A-123, Appendix B, sect 3.4; DOD Directive 4140.25-M, Volume II, chap 16; NAVSUPINST 4200.98A, par 6 (a.10.d) and par 6.d(1); MCO 11240.106c, chap 10, par 10009.5, and par 10010.11c
- 591 02 OPERATIONS
- 591 02 001 Does the dispatching system contain all the essential Minimum data elements?
Reference
DOD 4500.36-R, chap 3.5, MCO 11240.106C, chap2, par 2001.2
- 591 02 002 Are group transportation services approved by DCIandL (LFS)GME?
Reference
Title 10 U.S.C. 2632, DOD 4500.36-R, CH5, par c 5.4, MCO 11240.106C, chap 2, par 2005
- 591 02 003 Have all individuals dispatching equipment been properly trained in proper dispatching procedures, and are they familiar with the references and requirements of the billet assigned?
Reference
MCO 11240.106C chap 1, par 1003, 5 CFR part 930, Fleet Focus Guidelines
- 591 02 004 Is a single GME fleet manager assigned?
Reference
MCO 11240.106C. par 4.c, MCO 11240.106C, chap 1, par 1002
- 591 02 005 Agencies must have procedures to identify employees who are

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authorized to operate Government-owned or -leased motor vehicles. Such procedures must provide for adequate control of access to vehicles and assure that the other requirements by Code of Federal Regulations (CFR) and Marine Corps Orders are met. Does the dispatcher have adequate internal controls and procedures to achieve this? (Example: Procedures for checking each driver's Operators Identification Card (OF 346), valid state drivers license, drivers improvement card, Medical Certification Card up to date etc.)

Reference

5 CFR 930.110, DOD 4500.36-R, chap 9, par C9.4.13; MCO 11240.106C chap 2, par 2012.4

- 591 02 006 When manual dispatching procedures are used are NAVMC 10627, Vehicle and Equipment Operational Records filled out and maintained for 30 days?
Reference
Federal Management Regulation (FMR):§102-34.345; DOD 4500.36-R, chap 3, par C3.5, MCO 11240.106C chap 2, par 2001.1, TM 4700-15/1H chap 2, par 19D
- 591 02 007 Are completed Fleet Focus trip tickets, NAVMC 10627 (Vehicle and Equipment Operational Records), kept on file for 30 days?
Reference
GENERAL RECORDS SCHEDULE (GSR)10; MCO 11240.106C chap 2, par 2012.5C, TM 4700-15/1H chap 2, par 19d, Fleet Focus Guide Book
- 591 02 008 Are NAVMC 10031's, Daily Dispatching Record of Vehicles, When used, being reviewed by the Fleet Manager on a recurring basis for completeness and accuracy of the data put on the form and are they kept on file for one year? Only used when Fleet Focus is down or when the unit does not have Fleet Focus installed.
Reference
TM 4700-15/1H chap 2, par 15c,g
- 591 02 009 When using Fleet Focus to dispatch does the unit properly close out trip tickets in Fleet Focus, noting actual time of return, ending odometer reading, number of passengers transported, amount of cargo transported, and amount of fuel dispensed and oil added to the equipment?
Reference
MCO 11240.106C chap 2, par 2012.4
- 591 02 010 Does the Fleet Manager or dispatcher ensure that each vehicle has a

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complete **operator's packet** containing the following information and instructions. This information should remain in the vehicle at all times.

1. Driver's responsibilities;
2. Requirement of use for official purposes only;
3. Instruction for:
 - a. Acquiring maintenance and repair authorizations;
 - b. Acquiring emergency supplies, services, and repairs; and
 - c. Reporting accidents.
4. The telephone numbers of responsible GSA IFMS fleet management center employees to be called in case of accident or emergency;
5. Instructions on the use of the Standard Form 149, U.S. Government National Credit Card;
6. List of contractors from which vehicle operators may purchase items authorized by the SF 149, U.S. Government National Credit Card;
7. Accident reporting kit which contains:
 - d. Standard Form 91, Motor Vehicle Accident Report;and
 - e. Standard Form 94, Statement of Witness.

Reference

41 CFR 101.39-306, MCO 11240.106C, chap 2, par 2012.4; TM 4700-15/H. par: 2-16.e, 2-17.d, 2-17.1d

- 591 02 011 Does the commodity Licensing program meet Federal, State, and local regulations and does it include a provision requiring out-of-state licensees to read and understand State and local driving regulations including the Motor Transport SOP of the dispatching unit, and if so, is it in compliance with appropriate orders and directives?

Reference

DOD 4500.36-R, chap 9, par. C9.3.1; MCO 11240.66C; MCO 5110.1C; MCO P11240.106C, par 2012; TM 11240-15/3B; and TM 11275-15/4B

- 591 02 012 Are Operator's Daily Checklists for all classes of assigned load lifting equipment utilized and maintained with the trip ticket?

Reference

MCO P11262.2A, par 1001.2; and TM 4700-15/1H, chap 2, par 2-24, GSA FMR B-19, GSA Fleet Vehicle Guide

- 591 02 013 Does all assigned Class "B" load lifting equipment have

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daily operator checklist for every day the asset was operated and are they maintained with the trip tickets? If yes does the Fleet Manager or Dispatcher have on file completed Class "B" assigned monthly trip tickets with daily operator Before, During, and After operator checklist?

Reference

MCO P11262.2A, par 1001.2; and TM 4700-15/1H, chap 2, par 2-24, GSA FMR B-19, GSA Fleet Vehicle Guide

591 03 PROCUREMENT

591 03 001 Are PMC funds allotted to the installation for local procurement of GME being expeditiously contracted?

Reference

MCO P11240.106B, chap 3, par 3003

591 03 002 Does the using units Table of Equipment (T/E) reflect the current On-Hand (O/H) inventory and are all assets properly identified with the correct vehicle tag (License plate) and does the plate and VIN # match records on file? If no; have other than PMC funds been used to purchase those assets identified that are not authorized on the T/E or without the proper vehicle tags?

Reference

MCO 11240.106C, chap 3, par 3003, 3005

591 03 003 Are Table of Equipment allowances set at the minimum required to meet routine installation requirements under normal conditions?

Reference

MCO 11240.106C, chap 3, par 3004

591 03 004 Does the local using unit Table of Equipment (T/E) reflect proper minimum allowances and does the T/E On-Hand (O/H) match T/E allowance? If not why and is there justification documentation on hand?

Reference

MCO 11240.106C, chap 3, par 3004

591 04 LEASING

591 04 001 Are all long term commercial leases or equipment approved annually by LFS-2 / MCICOM G4 Transportation Services (HQMC/DCI and L)?

Reference

MCO P11240, 106B, chap 4, 4000

591 04 002 Have leasing cost analysis been conducted on leased equipment?

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Reference

MCO P11240, 106B, chap 4 par 4000

- 591 04 003 Are sedan size limitations applied to leases (Subcompact)?
Reference
MCO P11240.106B, chap 4, par 4002
- 591 04 004 Does the Fleet Manager approve all short term leases (e.g. 59 days or less)?
Reference
MCO 11240.106C, chap 4, par 4000
- 591 05 SAFETY
- 591 05 001 Is there an Accident Prevention Program in effect?
Reference
E.O. Federal Leadership on Reducing Text Messaging While Driving (1 OCT 09); 49 CFR sect 32917, DOD 4500.36-R, chap 10, par C10.6; MCO 11240.106C, chap 5, par 5000
- 591 05 002 Are all required GME Non-Tactical Vehicles and Equipment (NTVandE) safety inspections conducted?
Reference
41 CFR § 102-34.280; GSA FMR SubPart F: § 102-34.280
DODR 4500.36-R, chap 12, par C12.2.2.1; MCO P11240.106C, par 4.c, chap 1 par 1002, chap 5, par 5004 AND chap7, par 7001.2, GSA Form 20, GSA FMR B-19
- 591 06 MAINTENANCE MANAGEMENT
- 591 06 001 Have operator inspection and weekly services been performed?
Reference
DOD 4500.36-R, chap 12, par C12.2.1; DOD 4500.36-R, appendix 4 (Definitions) AP4.1.16; MCO 11240.106C, chap 7, par 7000.2.d and 7001.1, GSA FMR B-19, GSA FMR 102-34, GSA Fleet Vehicle Guide, MCO P11240.106B, chap 7, par 7001
- 591 06 002 Was scheduled maintenance performed, at a minimum, in accordance with manufacturer's specifications and are any delinquent?
Reference
MCO 11240.106C, chap 7 par 7002, GSA FMR B-19, GSA FMR 102-34, GSA Fleet Vehicle Guide
- 591 06 003 Are all centrally managed assets properly entered into Fleet Focus (FF)

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and are assets that are under Warranty identified with date/mileage of warranty expiration?

Reference

MCO 11240.106C, chap 7, par 7005, GSA FMR 102-34, GSA Fleet Vehicle Guide

- 591 06 004 Has a load test Certification Officer been assigned in writing and has a Load test or an Annual Condition Inspection (ACI) of cranes/aerial personnel devices and other load lifting equipment been completed and documentation on file IAW ANSI B.56 Standard
Reference
MCO P11262.2A, par 1001.8, MCO 11240.106A, chap 9; MCO P11262.2A, par 2005; and TM 4700-15/1H, applicable commodity chapters
- 591 06 005 Is all maintenance data captured in Fleet Focus to include Commercial Vendor Services?
Reference
MCO 11240.106C, chap 2
- 591 06 006 For units not supported by Fleet Focus, are maintenance forms and records properly prepared and maintained on file?
Reference
TM 4700-15/1, MCO 11240.106C
- 591 06 007 Is the required certification data indicating the test status of the load lifting equipment stenciled on the equipment?
Reference
ANSI B.56, MCO P11262.2A, par 1001.11
- 591 06 008 Are defects promptly reported and action taken to implement corrective maintenance?
Reference
MCO 11240.106C chap 8, par 8001.3
- 591 06 009 Does a review of the weekly preventative maintenance records indicate that the weekly operator maintenance is performed?
Reference
MCO 11240.106C chap 8, par 8001.1, GSA FMR B-19
- 591 06 010 When local using unit has an active Maintenance shop/program, are

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interval vehicle Service Maintenance (SM) scheduled, evenly distributed, and performed in accordance with applicable manufacturers service manuals?

Reference

MCO P4790.2C, par 3002; and TM 4700-15/1H, paragraphs 2-4.b, c and applicable commodity chapters, GSA FMR B-19

591 06 011 Was the one time repair limit observed?

Reference

MCO P11240.106C, chap 8, par 8003

591 06 012 Have procedures been established for a review of publication / Manufacturer Service and Parts Manuals requirements?

Reference

MCO 11240.106C chap 7 PARA 7008; MCO P4790.2C, Appendix B; and MCO P5600.31G, par 3210.2.c

591 06 013 Is the current Catalog of Publications / Manufacturer Manuals on-line in Fleet Focus or within a current version of the Publication Library Management System (PLMS), available; and where Fleet Focus or PLMS is not used is there a similar type Pubs management system locally produced and maintained and are they used for the quarterly reconciliation of the commodities on-hand publications?

Reference

MCO P4790.2C, Appendix B; UM-PLMS; and MCO P5600.31G, par 3210.2.c